

August 4, 1997

MEMORANDUM TO: Distribution

FROM: Michael J. Rubino, Associate Director
Acquisition Services Branch

SUBJECT: Policy Memorandum No. 97-011 – Performance
Standards for Contracting Requirements

1. Purpose. The purpose of Policy Memorandum No. 97-011 is to revise the performance standards in the Acquisition Policy Manual (APM) for processing procurement actions.
2. Reference. APM 3.F., *Performance Standards for Contracting Requirements*, Page 3-19.
3. Scope. This Policy Memorandum supplements Circular 3700.16, *APM*, dated October 3, 1996 and applies to all Contracting Officers and other Acquisition Services Branch (ASB) personnel involved with processing procurement actions.
4. Background. Performance standards are established in the APM to facilitate procurement planning, promote the timely award of contracts and to establish goals for providing customer service.
5. APM Change. An APM change is required to clarify the performance standard categories and revise the number of days required to process awards. Therefore, APM 3.F.4., *Days to Process*, is deleted in its entirety and restated as follows:

3.F.4. Performance Standards. The procurement process begins with the receipt of a complete Requirements Package. The contents of a Requirements Package will vary depending on whether the requirement is processed under Simplified Procurement or Formal Contracting procedures. At a minimum, it should include a procurement requisition, approved expenditure authority, statement of work/line item description, in-house price estimate and suggested contractor sources. It may also include technical proposal requirements and evaluation criteria, if applicable (see APM 4.D., *Preparing Requirements Packages* page 4-9). It is ASB's goal to award 80% of all contracting requirements within the performance standards stated in 3.F.4.a., b. and c., below.

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3.F.4.a. Competitive Solicitations (Non-GSA Federal Supply Schedule).

| Number of Calendar Days | Dollar Value of Procurement |
|--------------------------------|------------------------------------|
| 5 | \leq \$2,500 |
| 15 | $>$ \$2,500 - \$25,000 |
| 30* | $>$ \$25,000 - \$100,000 |
| 120 | $>$ \$100,000 |

* Excludes environmental services contracts. The timeframe required for award of these contracts is 45 calendar days.

3.F.4.b. GSA Federal Supply Schedule Purchases.

| Number of Calendar Days | Dollar Value of Procurement |
|--------------------------------|--|
| 5 | \leq \$100,000 |
| 15 | $>$ \$100,000 - \leq Maximum Order Threshold |
| 60 | $>$ Maximum Order Threshold |

3.F.4.c. Other Contract Requirements.

| Number of Calendar Days | Type of Contracting Action |
|--------------------------------|-----------------------------------|
| 45 | Task Orders |
| 10 | Administrative Modifications |
| 45 | Substantive Modifications |

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6. Effective Date. This Policy Memorandum is effective immediately.
7. Contacts. If you have any questions, please contact David McDermott on (202) 942-3434.

cc: Jane Sartori
John Lynn
DOA Associate Directors
DOA Regional Managers

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